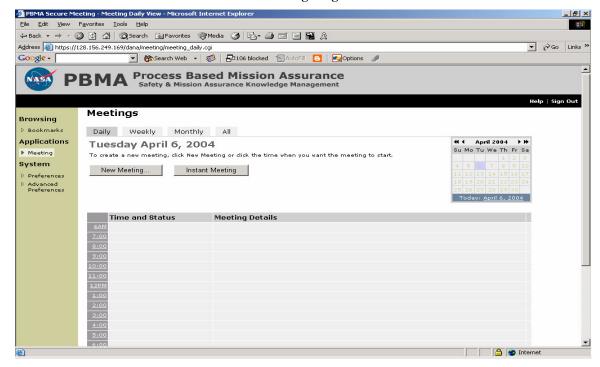## Step 1 - Creating Meetings

Select "Meeting" on the left hand side of the page. Select "New Meeting" to schedule a meeting or "Instant Meeting" to create a meeting immediately. Specify meeting details.

Meetings Page

Step 2 - Meeting Invitees

When the meeting creator specifies who they want to invite, the prospective attendee must have a SecureMeeting account. You can add a user if you know their username or click on "Search" and you can search for the users by their username.

"Invitees" Section